

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Pamlico Co. ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 4 on-call basis only.
other 2 deliberate only

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME Sheila Martin TITLE Supervisor
SALARY \$ 28,379.00 BONUS \$ 1,069.41 BENEFITS Yes ☒ No ☐ HIRE DATE 5-7-99

10.97 per hour NAME Sherry Rice TITLE Clerk
SALARY \$ 19,486.65 BONUS \$ 876.50 BENEFITS Yes ☒ No ☐ HIRE DATE 5-4-95

8.04 per hour NAME Charlene Miller TITLE Clerk
SALARY \$ 14,431.27 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 8-20-07

11.42 per hour NAME Dora Benton TITLE MANAGER
SALARY \$ 25,011.15 BONUS \$ 989.92 BENEFITS Yes ☒ No ☐ HIRE DATE 1-10-86

9.44 per hour NAME TERESA SULLIVAN TITLE Clerk
SALARY \$ 16,865.01 BONUS \$ 742.99 BENEFITS Yes ☒ No ☐ HIRE DATE 2-3-01

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

27,375.36 NAME Sheila Martin TITLE Supervisor
SALARY \$ 27,375.36 BONUS \$ 910.63 BENEFITS Yes ☒ No ☐ HIRE DATE 5-7-99

10.54 per hour NAME Sherry Rice TITLE Clerk
SALARY \$ 19,504.43 BONUS \$ 861.74 BENEFITS Yes ☒ No ☐ HIRE DATE 5-4-95

7.73 per hour NAME Charlene Miller TITLE Clerk
SALARY \$ 11,661.88 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 8-20-07

10.98 per hour NAME Dora Benton TITLE MANAGER
SALARY \$ 24,237.85 BONUS \$ 971.05 BENEFITS Yes ☒ No ☐ HIRE DATE 1-10-86

9.07 per hour NAME TERESA SULLIVAN TITLE Clerk
SALARY \$ 15,767.78 BONUS \$ 733.46 BENEFITS Yes ☒ No ☐ HIRE DATE 2-3-01

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

25,794.34 NAME Sheila Martin TITLE Supervisor
SALARY \$ 25,794.34 BONUS \$ 928.81 BENEFITS Yes ☒ No ☐ HIRE DATE 5-7-99

9.94 per hour NAME Sherry Rice TITLE Clerk
SALARY \$ 17,077.46 BONUS \$ 797.27 BENEFITS Yes ☒ No ☐ HIRE DATE 5-4-95

* "Bonuses" consist of longevity & additional compensation at year end
"if" County employees receive the same in any given year.
* Salaries shown are total gross pay before taxes & exempt deduction

8.00 NAME Clifton Sawyer TITLE Clerk
 per hour SALARY \$ 14,109.59 BONUS \$ 541.42 BENEFITS Yes ☐ No ☒ HIRE DATE 2-20-03

10.36 NAME DORA Benton TITLE MANAGER
 per hour SALARY \$ 18,600.45 BONUS \$ 808.09 BENEFITS Yes ☐ No ☒ HIRE DATE 1-10-86

8.55 NAME TERESA Sullivan TITLE Clerk
 per hour SALARY \$ 14,864.43 BONUS \$ 761.49 BENEFITS Yes ☐ No ☒ HIRE DATE 2-3-01

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Robert W. Sadler - Chairman \$1,212.00 plus \$888.00 mileage
Maurice Benton - Member, \$888.00 Harvey Daniels - Member, \$888.00

Fiscal Year 2008

Robert W. Sadler, Chairman - Same
Maurice Benton - Member - Same Harvey Daniels - Member - Same

Fiscal Year 2007

Robert W. Sadler, Chairman - Same
Maurice Benton, Member - Same Harvey Daniels, member - Same

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☒ No ☐
 If so, what? Chairman receives A SALARY, members receive mileage.

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? Unknown Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? ? Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ But they know it is not tolerated.

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? ? Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources public and private for ABC-related functions in Fiscal Year 2009? 0 - They don't travel.

Submitted by Name Charla Martin Title: Supervisor Date: 12-3-09

ABC BOARD

Responsibility - Entity

The ABC Board shall establish personnel policies and rules, including the classification and pay plan and shall make and confirm appointments. The ABC Board shall adopt or provide for rules and regulations or administrative policies relating to personnel policies and other measures which promote the hiring and retention of capable and honest employees under the authority of the North Carolina General Statutes. The ABC Board shall prescribe the office hours, workdays, and holidays to be observed by the board and stores of Pamlico county.

Supervisor/Finance Officer

According to State ABC Commission's rules, the supervisor/general manager is also the Board's chief financial officer. The supervisor/general manager may designate an assistant to help perform these duties; however, the Board Members and Supervisor/General Manager are ultimately responsible for the financial operations of the board.

Stated Meeting

The meetings will be held the 3rd Monday, at 7:00 p.m. of each month. The current Board Members and length of term are as follows:

1-1-98 thru 12-31-00	Dalton Hardison	Chairman
1-1-97 thru 12-31-99	Lawrence Fore	Member
1-1-99 thru 12-31-01	Maurice Benton	Member
	Don McMillen	Supervisor

Travel Pay

It is the policy of Pamlico ABC Board that all Board Members and Employees must obtain permission from the ABC Board prior to attending any function which will require reimbursement for time, mileage, meals, public transportation or lodging.

Travel advances will be issued at the discretion of the Board. When practical, known expenses and necessary reservations will be paid in advance. All reimbursed expenses will be supported by receipts and documentation. Mileage will be calculated at \$.25 per mile for approved use of personal vehicle.

Travel Pay

(cont'd. pl)

Attendance to Seminars and/or Conferences will be limited to the party or parties approved by the ABC Board. Reimbursement will be paid only for the individual approved by the Board. Spouses, family members, guests, etc. will attend on their own time and at their own expense. The lodging rate is limited to the lowest available single room rate when the approved individual is traveling with his/her spouse.

Reimbursement requests will only be approved when accompanied by a travel report. The travel report is a narrative description of the purpose of the travel and the expected and achieved improvement in job performance as a result of the travel.

RESPONSIBILITY

Supervisor

The supervisor shall be responsible to the ABC Board for the administration of the Personnel program, including these Personnel Policies. The supervisor shall appoint, suspend, and remove all employees, which shall include, but not be limited to, the following:

- a. Apply, interpret, and carry out this Personnel Policy and the policies adopted hereunder, as directed by the County ABC Board Chairman.
- b. Establish and maintain records relating to all persons in Pamlico ABC employment or service.
- c. Encourage and exercise leadership in development of an effective personnel administration within the ABC System.
- d. Investigate, when necessary and appropriate, the time, operation and effect of these Personnel Policies and the policies made hereunder.
- e. Make recommendations, as appropriate, to the County ABC Board regarding personnel functions.
- f. Issue and publish, as necessary, administrative directives, supplements, interpretations, policy statements, forms, reports, and other personnel materials necessary for the proper functioning and maintenance of procedures under these Personnel Policies.

Store Manager/Assistant Manager

The Manager of each store shall be responsible to the Supervisor and/or ABC Board for recommendations regarding store operations, items stocked and procedures. Manager will also be responsible for ensuring that all employees are thoroughly familiar with and practice all policies and procedures set forth by the ABC Board.

RESPONSIBILITY

Clerk Job Description

- 1. Arrive at store prior to scheduled opening time, to prepare cash, register, lights, etc.**
- 2. Make sure the store is presentable to the public prior to unlocking the doors. Open the store promptly as scheduled.**
- 3. Greet all customers with a smile and in a courteous manner.**
- 4. Must be clean and neat in appearance. Practice good personal hygiene. Comply with dress code.**
- 5. Face all merchandise forward as needed and restock as practical. Rotate and dust shelving prior to stocking. Wash shelving and tag molding if dirty.**
- 6. Maintain all shelves, windows, doors, counter-tops, floor in sales area, restroom, and storage area in a clean and presentable manner. Ashtrays will be cleaned and emptied in a fire safe manner at closing time.**
- 7. Use yarn broom to sweep the sales area daily as needed and at closing time. Damp mop the floor as needed.**
- 8. Pick up all litter and trash outside on store premises.**
- 9. After closing store take register reading, balance cash and make a night deposit as scheduled. Secure safe and lock. Verify all door locks, night lights and set the alarm system.**
- 10. Do not unlock store for a customer prior to nor after posted store hours. Do not allow anyone inside the store when not open for business.**
- 11. Must be able to work any morning when the shipment of liquor arrives. Currently scheduled the second Wednesday of each month. Must be able to work when physical inventory is scheduled.**
- 12. Finish all duties before your schedule is completed. Any problems leave a note for the next employee. If assistance is needed - call your immediate superior or person in charge.**

RESPONSIBILITY

Supervisor Job Description

Supervisor is responsible directly to the Chairman of the Board. He has complete authority to represent the Pamlico County ABC Board and make necessary decisions at any point and time.

He will determine that all Policies and Procedures are practiced in both stores and the office. He will install new Policies and/or Procedures as instructed by the Chairman of the Board. He will maintain all correspondence as necessary and submit all reports to the State Board as scheduled.

He will be present at all ABC Board meetings. Prepare an Agenda for same and write the Minutes as required.

He will interview, recommend hiring and schedule the training of new employees. Prepare a work schedule for both stores and keep posted in the office store. Maintain a record of vacation earned and vacation taken with the balance due each employee for the fiscal year.

Approve and/or prepare all documentation being sent to the Pamlico County Finance Department. Also send all account payable items and cash-flow documents to this department in a timely fashion. He will verify, approve and deliver a time sheet for each employee to this department on/or about the nineteenth of each month and pick-up and distribute pay checks to employees. He will maintain all necessary payroll records. He will submit checks for disbursements to the county as required by State Regulations and re-imbursement of funds paid out in the Board's behalf each month or as necessary. All checks will reflect the signature of both the Chairman and Supervisor.

He will determine and maintain accuracy of all cash flow. Maintain and document a \$250.00 petty cash fund. Maintain a \$700.00 cash fund for use by both stores. He will buy change from the bank as required for Store #1. Maintain records of all assets including bank balances, inventories and designated funds. He will determine that store sales and deposits are classified and accurate; balance the bank statements monthly including cash deposits and credit card sales.

SUPERVISOR**Job Description (cont'd p1)**

He will prepare an order for merchandise from the Warehouse for both stores to be delivered on the second Wednesday of each month at 4:30 am. He will assist and direct the unloading of these trucks. Determine items as necessary and will transfer necessary merchandise between the two stores. He will order and control supply items shared by the two stores.

Responsible for all uses of the computer and components. Reconciling end of the month reports and updates including the store cash registers. Submitting all reports as required. Liquor by the Drink procedures including all necessary reporting.

Pick up and process mail. Order and control store and office supplies.

He will make available all information and/or reports required by the CPA at the time of the Fiscal Audit.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Asquonah County

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 1
other 2

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Rodney Harrell TITLE General Manager
SALARY \$ 54,254 BONUS \$ 500 BENEFITS Yes L No _____ HIRE DATE 5/1/74

NAME John Hewitt TITLE Clerk
SALARY \$ 35,230 BONUS \$ 579 BENEFITS Yes L No _____ HIRE DATE 9/1/80

NAME Phyllis Turner TITLE Clerk
SALARY \$ 27,152 BONUS \$ 579 BENEFITS Yes L No _____ HIRE DATE 7/20/05

NAME Allen Sawyer TITLE Clerk
SALARY \$ 27,171 BONUS \$ 579 BENEFITS Yes L No _____ HIRE DATE 7/16/83

NAME Tennifer Cowgill TITLE Clerk
SALARY \$ 23,192 BONUS \$ 579 BENEFITS Yes L No _____ HIRE DATE 1/01/07

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Rodney Harrell TITLE General Manager
SALARY \$ 52,118 BONUS \$ 300 BENEFITS Yes L No _____ HIRE DATE 5/1/74

NAME John Hewitt TITLE Clerk
SALARY \$ 35,230 BONUS \$ 800 BENEFITS Yes L No _____ HIRE DATE 9/1/80

NAME Phyllis Turner TITLE Clerk
SALARY \$ 26,083 BONUS \$ 800 BENEFITS Yes L No _____ HIRE DATE 7/20/05

NAME Allen Sawyer TITLE Clerk
SALARY \$ 23,991 BONUS \$ 800 BENEFITS Yes L No _____ HIRE DATE 7/16/83

NAME Tennifer Cowgill TITLE Clerk
SALARY \$ 22,779 BONUS \$ 800 BENEFITS Yes L No _____ HIRE DATE 1/01/07

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Rodney Harrell TITLE General Manager
SALARY \$ 50,110 BONUS \$ 500 BENEFITS Yes L No _____ HIRE DATE 5/1/74

NAME John Hewitt TITLE Clerk
SALARY \$ 32,510 BONUS \$ 500 BENEFITS Yes L No _____ HIRE DATE 9/1/80

NAME Phyllis Turner TITLE Clerk
SALARY \$ 25,080 BONUS \$ 500 BENEFITS Yes ☒ No ☐ HIRE DATE 7/20/05

NAME Allen Sawyer TITLE Clerk
SALARY \$ 23,002 BONUS \$ 500 BENEFITS Yes ☒ No ☐ HIRE DATE 1/1/02

NAME Jennifer Powell TITLE Clerk
SALARY \$ 23,002 BONUS \$ 500 BENEFITS Yes ☒ No ☐ HIRE DATE 7/16/03

3. Please attach a list of the benefits you pay to your 5 highest paid employees. attached

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Robert Vaughn \$2700 Roy Daniels \$1200 Tommy Tilley \$1200
William Allen \$1200 Anthony Turner \$1200

Fiscal Year 2008

Robert Vaughn \$2700 Roy Daniels \$1200 Tommy Tilley \$1200
William Allen \$1200

Fiscal Year 2007

Robert Vaughn \$2700 Roy Daniels \$1200 Tommy Tilley \$1200
William Allen \$1200 LWA Green \$200

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1990 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1990 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1990 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 1990 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$4392

Submitted by Name William Peck Title: Manager Date: 11/30/09

Business Travel Expenses

The Pasquotank County ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the General Manager or ABC Board member(s).

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the ABC Board may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Business Ethics and Conduct

The successful business operation and reputation of the Pasquotank County ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the ABC Board, and its customers, to act in a way that will merit the continued trust and confidence of the public.

The ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Criminal Offenses - All employees of the Pasquotank County ABC Board, including those employees in other pay status, i.e., exhausting vacation leave, sick leave, military leave, etc., or on leave without pay, are required to report within 24 hours to his/her supervisor any criminal offense for which they receive formal notice.

Motor Vehicle Offenses - All employees of the Pasquotank County ABC Board, including those employees in other pay status, i.e., exhausting vacation leave, sick leave, military leave, etc., or on leave without pay, are required to report within 24 hours to his/her supervisor any motor vehicle offense which could result in immediate suspension or revocation of the employee's driver's license or if convicted of the charged offense, either individually or in combination with previous or other violations, the employee's driver's license could be suspended or revoked. Note the following example of violations that must be reported: DWI, Speeding.

Domestic Violence Orders - Employees issued domestic violence orders are required to report the order. Once an employee is charged, he/she shall inform the manager of the situation immediately upon returning to work or within 24 hours, whichever is sooner. The employee may inform the manager verbally or in writing. If verbal notice is given, the manager may require a written statement of fact by the employee. The important point is that the employee inform the manager of the situation within the established time frame. Failure to report within the required time frame is unacceptable personal conduct and may result in no less than a written warning for the first offense of this type.

Compliance with this policy of business ethics and conduct is the responsibility of every ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Pasquotank County ABC Board wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the General Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the ABC Board's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the ABC Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the ABC Board does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the ABC Board.

PASQUOTANK COUNTY ABC BOARD

SALARY RANGES (effective July 1, 2009)

POSITION	MINIMUM	MIDRANGE	MAXIMUM
General Manager / Exempt >	\$32,500.00	\$52,000.00	\$71,500.00
Administrative Assistant Manager / Exempt >	\$22,800.00	\$30,650.00	\$40,500.00
Full Time Clerk / Hourly >	\$16,480.00	\$27,490.00	\$38,500.00
Part Time Clerk / Hourly >	\$8.00	\$10.00	\$12.00
Temporary >	budgeted dollar amount		

Long Range Plan

SALARY RANGES

POSITION	MINIMUM	MIDRANGE	MAXIMUM
General Manager Exempt >	\$32,500	\$52,000	\$71,500
Administrative Assistant/Clerk Exempt >	\$22,800	\$33,400	\$44,000
1. Full Time Clerk Hourly >	\$16,480	\$27,490	\$38,500
2. Full Time Clerk Hourly >	\$16,480	\$27,490	\$38,500
3. Full Time Clerk Hourly >	\$16,480	\$27,490	\$38,500
4. Full Time Clerk Hourly >	\$16,480	\$27,490	\$38,500
1. Part Time Clerk Hourly >	\$8.00	\$10.00	\$12.00
2. Part Time Clerk Hourly >	\$8.00	\$10.00	\$12.00
Temporary >	budgeted dollar amount		

Pasquotank ABC Store Employee Benefits

Retirement
Life insurance
Health Care
Sick Leave
Annual Leave
Longevity
Bonus

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Jender County

ABC Employees

1. How many employees does your ABC system have? full-time 10 part-time 5
other 3 Delivery 1 day week, 1 warehouse worker 1 1/2 day week,
different people to unload truck 2 times month
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Patsy Blake TITLE General Manager
SALARY\$ 51,219.00 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-28-1982

NAME Alfred Arnett TITLE Store Manager
SALARY\$ 40,539.73 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 5-1-1972

NAME Diane Chadwick TITLE Asst. General Manager
SALARY\$ 38,105.40 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1998

NAME Mary Alland TITLE Store Manager
SALARY\$ 31,659.68 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1993

NAME Carolyn Robbins TITLE Store Clerk
SALARY\$ 29,483.38 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1995

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Patsy Blake TITLE General Manager
SALARY\$ 48,319.74 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-28-1982

NAME Alfred Arnett TITLE Store Manager
SALARY\$ 38,655.29 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 5-1-1972

NAME Diane Chadwick TITLE Asst. General Manager
SALARY\$ 35,915.38 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1998

NAME Mary Alland TITLE Store Manager
SALARY\$ 30,180.12 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1993

NAME Carolyn Robbins TITLE Store Clerk
SALARY\$ 27,092.11 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1995

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Patsy Blake TITLE General Manager
SALARY\$ 43,354.96 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-28-1982

NAME Alfred Arnett TITLE Store Manager
SALARY\$ 35,950.85 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 5-1-1972

NAME Diane Chadwick TITLE Asst. General Manager
SALARY \$ 32,269.70 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1998

NAME Mary Phelan TITLE Store Manager
SALARY \$ 28,081.93 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1993

NAME Carolyn Robbins TITLE Store Clerk
SALARY \$ 25,412.45 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1993

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
retirement, health, Accident Insurance
4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Chairman \$75
Member \$60
per meeting

Frances Councilman - \$375, Virginia Barnhill - \$300
Don Hall - \$360, George Mara - \$300, Henry Jordan - \$300

Fiscal Year 2008

Frances Councilman - \$430, Virginia Barnhill - \$360, Don Hall - \$360
George Mara - \$300, Henry Jordan - \$120, Tyronce Dyer - \$180

Fiscal Year 2007

Frances Councilman - \$300, Virginia Barnhill - \$180, Don Hall - \$120,
George Mara - \$240, Tyronce Dyer - \$180, Nadine Jordan - \$60

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 4-28-09 Please attach a copy. Approved 2-11-09
8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒ N/A
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒ N/A
11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1998 Please attach a copy.
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 396.55

Submitted by Name Patsy Blake Title: Gen. Mgr. Date: 12-1-09

public records check on any prospective employee shall be made prior to recommending the person for employment. Before any commitment is made to an applicant, the Manager shall forward the applicant's completed application form and the public record investigation to the Board with a recommendation as to the position to be filled and the salary to be paid. After investigating the duties and responsibilities of the position and the qualification and experience of the applicant, the Board shall determine the starting salary to be paid if the applicant is employed. All recruitment sources shall be advised of the Equal Opportunity Policy and advertisements shall contain assurance of Equal Opportunity Employers.

Section 4. Appointments. The Board shall appoint all employees except otherwise provided by the law.

Section 5. Qualification Standards. ~~Employees shall meet the employment standards established by the State ABC Commission,~~ the position classification plan and such other reasonable minimum standards as to character, aptitude, ability to meet the public, and a pre-employment medical examination at the applicant's expense, is required to determine whether a physical condition exists that would limit or prevent an employee from performing the required duties. No employee shall be required to belong to a particular party as a condition of employment.

Section 6. Limitations on Employment of Relatives. Two members of an immediate family shall not be employed in the same store or office at the same time. Neither shall two members of an immediate family be employed at the same time if such employment will result in an employee directly or indirectly supervising a member of his immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the same time of this adoption of this section. Immediate family is defined as wife, husband, mother, father, daughter, son, sister, brother, half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, sister-in-law, and brother-in-law.

Section 7. Probationary Period. All trainees shall serve a probationary period of six months. Employees serving a probationary period shall receive all benefits provided in accordance with this Resolution with the following exceptions or as otherwise provided:

- (a) the employee may accumulate vacation leave but shall not be permitted to take vacation leave during the probationary period unless the denial of such leave shall create an unusual hardship. Vacation leave may be granted to such employee only with the approval of the Board.
- (b) the employee, if dismissed during the probationary period, shall not be eligible for terminal pay for accumulated vacation leave, nor shall be entitled to exercise the right to appeal his dismissal.

Before the end of the probationary period, the Manager shall indicate in writing to the Board:

- (a) that he or she has discussed with the employee the employee's accomplishments, failures, strengths and weaknesses
- (b) whether the employee is performing satisfactory work,
- (c) whether the employee should be given a merit salary increase
- (d) whether the employee, if on probation following a promotion, should be reinstated in his former class

A new appointee may be dismissed at any time during the probationary period if the Board determines that the employee is incapable of doing his assigned duties satisfactorily.

#11
Negotiation

Section 8. Work Schedules. All employees are expected to be prompt in reporting for duty. Employees should be co-operative at times when it is necessary to adjust duty hours due to unusual circumstances. In case of emergency, when an employee cannot report on time, the manager of the ABC store should be notified as soon as possible so adequate personnel coverage of the store can be arranged.

Section 9. Solicitations. Solicitations and sales other than normal ABC activities are prohibited on the premises of the ABC Store.

Section 10. Telephone Calls. ABC telephones are for business use. Personal calls by employees should be held to a minimum and should not interfere with the work schedule. Long distance calls are to be logged with the Secretary, who will reconcile phone charges. Any calls unaccounted for shall be reported to the Board and Manager.

Section 11. Travel Policy. Travel on official ABC business requiring an overnight stay must be authorized by the Manager prior to the trip. Travel not previously approved shall be at the expense of the employee. ABC employees and officials traveling away from the store/office on official business shall be reimbursed as follows:

- 1 - mileage for travel for shortest travel route.
mileage paid \$~~22~~ per mile. *Tax Rate*
- 2 - living expense other than meals shall be authorized only for trips lasting overnight or longer.
- 3 - reimbursement for meals while traveling in-state and out-of-state shall not exceed the following rates:

Breakfast -	in-state
Breakfast -	out-of-state
Lunch -	in-state
Lunch -	out-of-state
Dinner -	in-state
Dinner -	out-of-state

Meal reimbursement shall not exceed \$24.00 per day of in-state travel and \$30.00 for out-of-state travel with the exception..while attending a convention. Meals will be reimbursed at actual cost which is customary and reasonable.

- 4 - ABC employees and officials traveling away from Pender County on official business will be compensated for all room and board expenses paid out of pocket, and the actual cost of special expenses paid from their personal funds, such as: registration fees and other expenses.
- 5 - a written travel claim, signed by the employee or official, accompanied by receipts for hotel and travel expenses, and for any special expenses such as registration fees, and other related expenses shall be required for reimbursement.
- 6 - travel to and from conferences, classes or other meetings while on official business, is (time-worked) by the employee. Such travel is construed to be covered by Worker's Compensation Insurance protection when the travel has been properly authorized.

Amended 2-11-09
Mileage: Meal reimbursement will be the current
State rate or current Federal Rate

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Person County

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 8
other 1 Day Labor

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Dale Norris TITLE General Manager
SALARY \$ 51,357.00 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/1998

NAME Kaye Gentry TITLE Store Manager #1
SALARY \$ 39,518.00 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/84

NAME Carolyn Paylor TITLE Store Manager #2
SALARY \$ 37,693.00 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/87

NAME Anne Shaw TITLE Sales Assoc.
SALARY \$ 33,771.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/98

NAME Annette Litchfield TITLE Sales Assoc.
SALARY \$ 28,589.00 BONUS \$ 100.00 BENEFITS Yes ☒ No ☐ HIRE DATE 3/08

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Dale Norris TITLE General Manager
SALARY \$ 49,227.00 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/98

NAME Kaye Gentry TITLE Store Manager #1
SALARY \$ 37,784.00 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/84

NAME Carolyn Paylor TITLE Store Manager #2
SALARY \$ 36,012.00 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/87

NAME Anne Shaw TITLE Sales Assoc.
SALARY \$ 32,206.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/98

NAME Cheryl Smith TITLE Sales Assoc.
SALARY \$ 24,502.00 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE 8-01

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Dale Norris TITLE General Manager
SALARY \$ 47,454.00 BONUS \$ 300.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/98

NAME Kaye Gentry TITLE Store Manager
SALARY \$ 34,951.00 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 5/84

NAME Carolyn Paylor TITLE Store Manager #2
SALARY \$ 34,279.00 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/87

NAME Anne Shaw TITLE Sales Assoc.
SALARY \$ 30,110.00 BONUS \$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9/98

NAME Cheryl Smith TITLE Sales Assoc
SALARY \$ 26,624.00 BONUS \$ 150.00 BENEFITS Yes ☒ No ☐ HIRE DATE 8/01

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Bobby Brooks \$1200.00 Mike Laws \$600.00
Larry Bowes \$600.00

Fiscal Year 2008

Bennie Bradsher \$1000.00 Bobby Brooks \$800.00
Mike Laws \$600.00

Fiscal Year 2007

Bennie Bradsher \$1200.00 Bobby Brooks \$600.00
Mike Laws \$600.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy. Implied

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? ? Please attach a copy. Revised 3/08

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 3/08 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? 7/99 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$3930.00

Submitted by Name Mike Laws Title: Chairman Date: 11/27/09

Mike Laws - Chairman
John B. Brooks
Randy H. [unclear]
John Harris Manager

Person County ABC Board
712 N. Madison Blvd.
Roxboro, NC 27573
336-599-8294

Employee Benefits

- 1. Health Ins.*
- 2. Sick Leave*
- 3. Vacation*
- 4. Retirement*

Person County ABC Board
712 N. Madison Blvd.
Roxboro, NC 27578
336-599-8294

Rules and regulations pertaining to all Person County ABC store employees.

1. Do not accept any free liquor from anyone.
2. Absolutely no sales made except across the counter.
3. No information concerning the store shall be kept from anyone employed in the store.
4. No information concerning store business shall be given out except by members of the board.
5. No information shall be given concerning customers.
6. No one behind the counter or in the office except on store business.
7. Do not promote the sale of any one brand of liquor.
8. Do not sell over the limit to any customer.
9. Do not deliver liquor to any customer.
10. All employees are to do their part in keeping store neat and clean.
11. Avoid long conversations with customers.

These rules and regulations were unanimously adopted by the Person County ABC Board.

Chairman of the Board.

North Carolina Alcohol Beverage Control Board

PERSON COUNTY ABC POLICY AND PROCEDURE MANUAL

104 Business Ethics and Conduct

The successful business operation and reputation of PCPERSON COUNTY ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of PCPERSON COUNTY ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to PCPERSON COUNTY ABC Board, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

PCPERSON COUNTY ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Supervisor for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every PCPERSON COUNTY ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Effective Date: 03/04/2008

Revision Date:

North Carolina Alcohol Beverage Control Board

PERSON COUNTY ABC POLICY AND PROCEDURE MANUAL

105 Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. PERSON COUNTY ABC Board also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Effective Date: 03/04/2008

July 7, 1999

Members Present

Bennie Bradsher

Bobby Brooks

Mike Laws

The minutes for the June 1 meeting were Approved as written on a motion by Mike Laws and seconded by Bobby Brooks.

It was noted that sales for June were up \$5,769.26 compared to the same period last year.

There was some discussion about the high turnover rate in the Store #2 clerk position.

All board members and Dale plan to attend the summer convention in Asheville.

The following raises were approved by the board and will take effect
July 1: Dale - \$30,584.96 or 7%
Kaye - \$22,677.76 or 4.6%
All others - 2% including parttime employees.

The following caps were placed on salaries:
General Manager \$32,000.00
Store Manager \$26,000.00
Clerk \$22,000.00

There being no other business the meeting was adjourned.

Bennie F. Bradsher
Chairman

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Pitt County ABC

ABC Employees

1. How many employees does your ABC system have? full-time 35 part-time 12
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses); benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>Paul Banta</u>	TITLE <u>Administrator</u>
SALARY \$ <u>72,270</u> BONUS \$ <u>3664</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/20/71</u>
NAME <u>Jimmy Sasser</u>	TITLE <u>LE Officer</u>
SALARY \$ <u>46,990</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/1/05</u>
NAME <u>Calvin Craft</u>	TITLE <u>Chief LE officer</u>
SALARY \$ <u>45,146</u> BONUS \$ <u>2032</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>2/19/83</u>
NAME <u>Teresa Campbell</u>	TITLE <u>Asst Administrator</u>
SALARY \$ <u>44,500</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>7/5/06</u>
NAME <u>Robert Daugherty</u>	TITLE <u>LE Officer</u>
SALARY \$ <u>42,437</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>10/26/07</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>Paul Banta</u>	TITLE <u>Administrator</u>
SALARY \$ <u>68,750</u> BONUS \$ <u>3400</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/20/71</u>
NAME <u>Calvin Craft</u>	TITLE <u>Chief LE officer</u>
SALARY \$ <u>46,542</u> BONUS \$ <u>1888</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>2/19/83</u>
NAME <u>Jimmy Sasser</u>	TITLE <u>LE Officer</u>
SALARY \$ <u>43,750</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>8/1/05</u>
NAME <u>Teresa Campbell</u>	TITLE <u>Asst Administrator</u>
SALARY \$ <u>42,437</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>7/5/06</u>
NAME <u>Carol Bauer</u>	TITLE <u>Office Manager</u>
SALARY \$ <u>32,118</u> BONUS \$ <u>100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>7/1/04</u>

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>Paul Banta</u>	TITLE <u>Administrator</u>
SALARY \$ <u>60,000</u> BONUS \$ <u>3100</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12/20/71</u>
NAME <u>Calvin Craft</u>	TITLE <u>Chief LE Officer</u>
SALARY \$ <u>41,700</u> BONUS \$ <u>1342</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>2/19/83</u>

NAME Jimmy Sasser TITLE LE Officer
 SALARY \$ 40,200 BONUS \$ 100 BENEFITS Yes ☒ No ☐ HIRE DATE 8/1/05

NAME Teresa Campbell TITLE Asst Administrator
 SALARY \$ 34,182 BONUS \$ 100 BENEFITS Yes ☒ No ☐ HIRE DATE 7/5/06

NAME Steve Henderson TITLE Warehouse Manager
 SALARY \$ 33,960 BONUS \$ 1118 BENEFITS Yes ☒ No ☐ HIRE DATE 11/11/86

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Henry Smith - \$825, Steve Little - \$550, Jean Wilkerson - \$400
William Teel - \$550, John Minges - \$550, Wendy Winstead - \$50

Fiscal Year 2008

Henry Smith - \$900, Steve Little - \$650, William Teel - \$650
John Minges - \$250, Wendy Winstead - \$650, Charles Farley - \$400

Fiscal Year 2007

Henry Smith - \$1350, Steve Little - \$750, William Teel - \$1800
Wendy Winstead - \$1800, Charles Farley - \$2400, Sam Carson - \$1050

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1985 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1985 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1985 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$1459

Submitted by Name Teresa L. Campbell Title: Administrator Date: 11/25/09

EMPLOYEE BENEFITS

Paid vacation

Holidays

Sick Leave

Medical & hospital insurance

Dental/vision reimbursement

Life Insurance (\$25,000)

Retirement

NC 401k

Longevity

Transfers shall be made at the discretion of the Administrator. Every effort will be made to place the employee in a suitable working environment although assignment to a specific location is not guaranteed.

DRUG OR ALCOHOL TESTING

A urine drug test will be required as a prerequisite for employment with this Board. Also, random drug testing will be performed at frequent intervals. Such testing does not imply suspicion or evidence of the employee's use, but serves as a deterrent to drug abuse. The cost of drug testing will be the responsibility of the employer. Positive test results or refusal to submit to the test are grounds for dismissal.

RESIDENCY REQUIREMENTS

The Pitt County A.B.C. Board finds it desirable to provide job opportunities for the citizens of this county. Therefore, if you are a citizen of this county when first hired and circumstances warrant your move to another county, you are to inform the Administrator of this matter beforehand.

EMPLOYMENT OF RELATIVES

While employment of two members of an immediate family is not desirable, it is not prohibited by this Board. Should this circumstance occur, it should be the duty of the Administrator to prevent the employment of such relatives within the same store or department.

OUTSIDE EMPLOYMENT

Employment for the A.B.C. Board shall take precedence over all other occupational interests of any A.B.C. employee. All outside employment, including self-employment, which generates personal income, must be reported to the A.B.C. Board Administrator. The employment will be evaluated to determine if there are conflicts of interest or if A.B.C. regulations are in any way being violated. Counsel from the Board may be requested, if deemed necessary, in making a fair and impartial ruling.

Failure to report outside employment, or continuance of non-approved employment, shall be grounds for disciplinary action up to and including termination.

HIPAA

To ensure the privacy of any health information given to the Pitt County A.B.C. Board directly by or with the written permission of the employee during the application and hiring process or any Personal Health Information received by this Board during the term of employment, guidelines have been established which are in compliance with the laws and regulations of the Health Insurance Portability & Accounting Act of 1996 (Public law 104-191). An integral part of HIPAA, the "Privacy Rule" has been implemented and is in effect. The "Privacy Rule" mandates the Pitt County A.B.C. Board to safeguard all Private Health Information (PHI) that it holds, no matter the PHI's form. This includes PHI maintained or communicated on paper, electronically, or orally. The Privacy Rule also mandates when the Pitt County A.B.C. Board is using or disclosing PHI from or to another Covered Entity, each party must make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the disclosure or request. Additional information concerning HIPAA is available in the Administrative office.

ADVERSE WEATHER CONDITIONS

Weather conditions periodically require the closing of all or various departments of this agency. At such time this Board deems it necessary to cancel, advance, or delay opening and closing times, the employee will be notified accordingly by the Administrator or the administrative staff. Safety of the employees will be the primary factor in determining the action to be taken in such situations. Weather conditions will be monitored through the media and recommendations by public safety officials will be considered.

In cases of daily closings, delayed openings, or early closings due to weather conditions, the Board will be responsible for payment of full wages to the employees. However, if the official decision is made to OPEN FOR BUSINESS and you fail to report to work (if you are scheduled), you must take vacation leave to cover the number of hours your business is open or take leave without pay.

Payment of wages to employees for prolonged closings due to catastrophic weather conditions (i.e. the flood of 1999) will be evaluated and determined on a per incident basis.

GIFT POLICY

Definitive rules have been set by the North Carolina A.B.C. Commission regarding the issuance of gifts or inducements by industry personnel to

A.B.C. employees, and the acceptance of them has set definitive rules. The North Carolina General Statutes address this subject, and it is a matter that is now viewed with much scrutiny.

No official or employee of the Pitt County A.B.C. Board shall accept any gift of value, whether in the form of service, loan, thing, or promise, from any person interested directly or indirectly in doing business with this Board. Nor shall any official or employee grant, in the discharge of duties, any improper favor, service, or thing of value.

For the purpose of defining N.C. General Statute 18B-1116(a) (3), a "thing of value or gift" is any gratuity, favor, discount, entertainment, hospitality, loan, tickets or other items having monetary value. It includes services as well as gifts of training, transportation, local travel, lodgings, entertainment fees and meals. Advertising novelties will not be construed to be "a thing of value".

To clarify the Board's position on acceptance of gifts, the following rules shall apply:

- (1) Distiller representatives shall not give liquor, gifts of value, or advertising novelties to store personnel. A distillery or liquor representative is prohibited from entering an A.B.C. store except for the purpose of making a purchase, constructing a point-of-sale display which has been pre-approved by administration, or applying value ads such as coupons, rebates and shelf talkers.
- (2) Advertising novelties are defined but not limited to: disposable lighters, bottle or can openers, caps, hats, t-shirts, pens, umbrellas, key chains, shot glasses or glassware, sunglasses, or other items which bear advertising matter. An industry representative may not give advertising novelties to store employees. Items may be given to the Administrator for disbursement to the employees. An employee who asks for gifts of any kind is equally guilty as the representative who gives the gift.
- (3) The Board will allow modest hospitality provided by an industry member to eligible employees or officials. An unsolicited meal is deemed an acceptable business practice. Also, participation in social functions at A.B.C. meetings or conferences, which are sponsored by industry representatives, is also permitted.

While every situation that might arise may not be addressed in this policy, an employee or official must act with prudence to avoid any conflict of state law or regulations.

PITT COUNTY A.B.C. BOARD TRAVEL POLICY

1. Purpose of Policy.

The purpose of this policy is to establish procedures for authorization and reimbursement of travel expenses by employees and appointed officials for the purpose of conducting A.B.C. Board business.

2. Applicability and Definitions.

(a) Applicability of Travel Policy:

All employees and officials of the Pitt County A.B.C. Board are subject to this policy.

(b) Definitions:

(1) Board - The unit comprised of members of the Pitt County A.B.C. Board.

(2) Board Member - An appointed official of the Pitt County A.B.C. Board.

(3) Travel - Going more than five miles from the normal job location to conduct board business.

(4) Administrator - The general manager appointed by the Board.

(5) Spouse/Guest - The husband or wife of an A.B.C. Board appointed official, Administrator, or any other Board employee.

A guest is any relative or person invited to attend an A.B.C. related function. In the interest of the Board, all minors should refrain from attending functions where alcohol is served.

3. Travel Authorization.

(a) All normal travel between units of the A.B.C. Board or required travel within Pitt County need only the approval of the Administrator.

(b) The Administrator may approve all in-state travel not exceeding 300 round-trip miles when overnight accommodations are not required.

(c) In-state travel exceeding 300 round-trip miles when overnight accommodations are not required may be approved verbally by the Board Chairman, or by a Board Member if the Chairman is not available to make such approval.

(d) All travel when overnight accommodations are required must be approved by the Board. However, in the event such travel must be made prior to the Board's next meeting, verbal approval may be obtained from over one-half membership of the Board.

4. Travel Advances.

Travel advances represent a payment of A.B.C. Board funds to an employee or official for travel costs which have not yet been incurred. Advances should not be used as interest free loans to employees or officials. However, the employee or official of the unit should not be expected to endure a financial hardship, even for a short period of time, in order to conduct the Board's business. Advances will be made based on anticipated travel costs. If advances exceed the actual costs, repayment to the Board should be made within five (5) days of trip completion. Either the Administrator or the Board Chairman may approve travel advances.

5. Transportation-Meals-Lodging.

- (a) Commercial costs of travel such as bus, train, rental car or airplane while conducting Board business will be reimbursed, providing such costs are incurred and receipt supported.
- (b) When personal vehicles are used for Board business, accurate mileage will be reported and reimbursement will be made on the basis of 37.5 cents per mile.
- (c) While travel expenses from an employee's home to his normal job site is not reimbursed by the Board, an employee who is requested to work at another location may be paid on the basis of 37.5 cents per mile, with mileage being computed from the A.B.C. office to the work place. There will be no compensation for meals. The intent of this paragraph is to provide adequate reimbursement only when actual expenses are incurred.
- (d) While conducting Board business, all lodging costs will be paid or reimbursement made by the Board provided the employee/official has incurred such costs and is receipt supported.
- (e) While conducting Board business, all reasonable costs for meals will be paid or reimbursed by the Board, provided the employee/official has incurred such costs and is receipt supported.
- (f) While conducting Board business, all reasonable tips, parking fees, taxi service, etc. are reimbursable costs even though they are not receipt supported.

6. Travel Limitations.

Conventions and conferences pertaining to Board business may be attended by all Board Members and the Administrator including their spouses, provided approval is granted by the full Board prior to such occurrence. Also, conventions and conferences may be attended by law enforcement official(s) and spouse(s)/guest(s), provided approval is granted by the full Board prior to such occurrence. All costs for such attendance are reimbursable by the Board subject to the limitations of Section 5 of this policy, with the following exceptions:

- (a) The cost of commercial travel for a spouse/guest will not be reimbursable.
- (b) Only the single rate lodging fee will be reimbursable. The difference in single occupancy and double occupancy rates due to attendance by a spouse/guest is the responsibility of the employee/official and is not reimbursable by the Board. Also, expenses for room upgrades are not reimbursable.
- (c) All registration fees, all meals, and miscellaneous expenses for a spouse/guest are not reimbursable by the Board.
- (d) All miscellaneous expenditures for an official, employee, spouse or guest such as golf fees, luncheon and fashion show tickets, sightseeing tours and other modes of entertainment – even though considered an integral part of the conference – shall not be reimbursable by the Board.
- (e) All personal expenditures for an employee, official, spouse or guest such as telephone charges, alcoholic beverages, safe fees, recreational facility fees, etc. shall not be reimbursable by the Board.

7. Cancellation and Emergency Travel Guidelines.

- (a) Should travel plans be cancelled by an official or employee for any reason, any non-refundable, prepaid expenditures shall be the responsibility of the official or employee.
- (b) While traveling on Board business, should emergency situations or acts of nature prevent the timely return of an official or employee, reasonable expenses incurred will be the responsibility of the Board.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System TOWN OF PITTSBORO ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME LILLIAN COLOMY TITLE GENERAL MANAGER
SALARY\$ 35,000 BONUS \$ 1700 BENEFITS Yes ☒ No ☐ HIRE DATE 11-07-07

NAME BRANDI WOOD TITLE ASSISTANT MANAGER
SALARY\$ 24,000 BONUS \$ 400 BENEFITS Yes ☒ No ☐ HIRE DATE 7-16-08

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME LILLIAN COLOMY TITLE GENERAL MANAGER
SALARY\$ 30,000 BONUS \$ 1000 BENEFITS Yes ☒ No ☐ HIRE DATE 11-07-07

NAME BETTY ELLIS TITLE CLERK
SALARY\$ 16,943 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 3-8-08

NAME BRANDI WOOD TITLE CLERK
SALARY\$ 8920 BONUS \$ -0- BENEFITS Yes ☐ No ☒ HIRE DATE 7-16-08

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME ELLEN JACOBS TITLE GENERAL MANAGER
SALARY\$ 13,249 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 3-29-03

NAME ANGELA JOHNSON TITLE GENERAL MANAGER
SALARY\$ 12,261 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 9-12-05

NAME SANDRA SEXTON TITLE MANAGER
SALARY \$ 8,383 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 12-29-07

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

<u>SAMUEL POWELL</u>	<u>\$840</u>	<u>HENRY SMITH</u>	<u>\$600</u>
<u>HARRY SUGG</u>	<u>\$720</u>		

Fiscal Year 2008

<u>HARRY SUGG</u>	<u>\$840</u>	<u>HENRY SMITH</u>	<u>\$600</u>
<u>SAM POWELL</u>	<u>\$720</u>		

Fiscal Year 2007

<u>KAREN ALLEN</u>	<u>\$850</u>	<u>ELLEN BROOKS</u>	<u>\$780</u>	<u>HARRY SUGG</u>	<u>\$670</u>
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5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 2007 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$250

Submitted by Name FAYE F WARD Title: ACCOUNTANT Date: 11-30-09

North Carolina Alcohol Beverage Control Board

ABC POLICY AND PROCEDURE MANUAL

responding effectively to employee concerns.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Pittsboro ABC Board will be based on merit, qualifications, and abilities. Pittsboro ABC Board does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Pittsboro ABC Board will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Pittsboro ABC Board. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Business Ethics and Conduct

The successful business operation and reputation of the Pittsboro ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Pittsboro ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to ABC Board, its customers, and shareholders to act in a way that will merit the continued trust and confidence of the public.

Pittsboro ABC Board will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Pittsboro ABC Board for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Pittsboro ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

North Carolina Alcohol Beverage Control Board

ABC POLICY AND PROCEDURE MANUAL

Personal Relationships in the Workplace

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly with or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. Pittsboro ABC Board also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Immigration Law Compliance

Pittsboro ABC Board is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired

North Carolina Alcohol Beverage Control Board

ABC POLICY AND PROCEDURE MANUAL

Emergency Closings

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, salaried employees may use available paid leave time, such as unused vacation benefits.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay plus a bonus.

Business Travel Expenses

Pittsboro ABC Board will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the ABC Board Member(s).

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ABC Board. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ABC Board may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination.